



MESNIER

PRIMARY

**Parent and Student Handbook
2017-2018**

Christina Been, Principal
Tracy Nomensen, Assistant Principal

6930 Weber Road
Affton, Missouri 63123
Phone 314-849-5566

MESNIER MISSION STATEMENT

All Belong, All Learn, All Lead To Succeed!



MESNIER PRIMARY SCHOOL

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6930 Weber Road
Affton, Missouri 63123
314-849-5566 Fax: 314-633-599

Tina Been, Principal
Tracy Nomensen, Assistant Principal

Dear Students and Parents,

On behalf of the entire staff, it is my privilege to welcome you to Mesnier Primary School for the 2017-2018 school year. At Mesnier we strive to provide the best possible educational experience for each and every student. I know you will find Mesnier to be a caring and exciting place for your child to learn and grow.

We are looking forward to partnering with you in order to fulfill our mission of All Belong, All Learn, All Lead To Succeed. We will strive to reach new heights while working together around common goals. Great things will be achieved when we set goals, reach together for high expectations, and put forth the necessary effort.

This handbook has been created in the hopes of making life easier for you as we progress through the year together. In it you will find information about our policies and practices designed to foster a caring, secure, and organized environment that will enable your child to reach his or her maximum potential intellectually, emotionally, and socially.

The partnership between school and home is a critical one in making each child's educational experience successful. We look forward to getting to know you and your child during the upcoming school year. I invite you to become actively involved as a school or classroom volunteer.

If you have questions or concerns at any time during the year, please call or stop by the office. We are here to help you and your children, and we look forward to doing just that.

Warmest regards,

A handwritten signature in cursive script that reads "Christina Been".

Tina Been
Principal

General Information

School Hours

School starts at 8:10 a.m. and ends at 2:55 p.m.

Arrival Procedures

Students may enter the building beginning at 7:50 a.m. Students choosing to take advantage of the breakfast program may go directly to the cafeteria when they arrive. All other students should go directly to their classroom when they arrive.

The upper circle will be used for bus drop off only. Vehicle traffic will not be permitted on the upper lot from 7:50 a.m. to 8:05 a.m. If you drive your child to school, enter the lower parking lot using the Valcour entrance. Children should exit vehicles only in our unloading zone by the cafeteria doors. Drivers should remain in vehicles and prepare to pull forward once children are on the sidewalk. Cars will proceed onto Valcour with a **required right turn exit**.

Please note: Students should not arrive at Mesnier prior to 7:50 a.m., as they will not be supervised. If it is necessary for your child to arrive earlier than 7:50 a.m., Before Care is available through the district for a fee.

Dismissal Procedures

Bus riders will be dismissed on the upper circle. Students being picked up will be dismissed from the cafeteria. If you are picking up your child, enter the lower parking lot using the Valcour entrance. Name signs will be provided and should be prominently displayed in your vehicle window. Drivers should remain in vehicles and prepare to pull forward to pick up their children. Cars will proceed onto Valcour with a **required right turn exit**.

Bus Riders

For the safety of school bus passengers, parents are asked to read the bus safety rules very carefully with their children so everyone understands the expected behavior of bus riders.

It is the policy of the Affton School District for Mesnier students to be released into the care and custody of a parent or guardian at the bus stop. If a parent or guardian is not present at the bus stop, the student will be returned to the Mesnier before and after care program to await pickup by an authorized person. The minimum charge is \$10.00 per incident.

If a parent or guardian desires other arrangements at the return to home bus stop, such as being released unattended, or with a relative, neighbor, or friend, a form must be completed and returned to the Mesnier office.

Students are assigned to a bus and may not ride a different bus unless prior arrangements have been made through the office. Please send a note to the office and the secretary will verify the note with the parent. The student will give the signed note to the driver of the bus in the afternoon.

Please read the following rules carefully so you can do your part to keep the bus safe.

- Be on time; arrive at your bus stop 5 minutes before scheduled arrival.

- Wait for the bus on the sidewalk, not in the street. While waiting for the bus, be considerate of nearby homeowners' property.
- Wait for the bus to come to a complete stop before getting on or getting out of your seat if you are already on the bus.
- Do not eat or drink on the bus. Put any trash in the container near the driver's seat.
- Always remain seated while the bus is in motion and never put arms or heads outside the bus window.

Students will face logical consequences for inappropriate choices made while riding the bus. Students who make poor choices deserve the opportunity to learn from their mistakes but it is our responsibility to ensure safe transportation for all students. Students who receive referrals for bus behavior will *typically* face the following consequences:

- 1st referral- Situation is discussed with the student, with parents notified.
- 2nd referral-Situation is discussed with the students, with parents notified and a conference may be requested. Student will spend time devising a plan to ensure appropriate bus behavior. The student may receive a 1-5 day suspension from riding the bus. The parent/guardian will be responsible for student transportation to and from school during this suspension period.
- 3rd referral or a serious offense may result in a minimum of ten day bus suspension and a maximum of a school year. Serious bus referrals may result in additional consequences at school.
- Students may receive additional bus suspensions for subsequent referrals.

Student Attendance

Regular attendance is very important for each student. However, if illness occurs, parents are asked to report the absence to the school either online at: <http://afftonschools.net/mesnier-primary/parents/report-an-absence/> or by calling 849-5566 to report the child's absence. If you do not reach the secretary directly, please feel free to leave a message stating the day or days your child will be absent and the reason for the absence. All absences need to be reported to the school no later than 9 a.m. on the day of the absence. The school will call and verify the absence if we do not receive notification from home.

If it becomes necessary to miss school for medical or dental appointments, or to leave school before regular dismissal time, a note should be sent to school stating the time of departure. Students will be released only through the office. All students must be signed out by the parent or other authorized adult. Parents are encouraged to schedule appointments outside the school day when possible. Students will be called down from the classroom once the parent has arrived in the office to sign them out.

The district considers more than five days absent in one semester excessive. Students who have poor attendance often fall behind in instruction. It is crucial to have good attendance to ensure the maximum instructional opportunities for your child.

Letters will be sent home notifying parents of the child's attendance record. Letters are sent home when a student has accrued five (5) absences and then again on the eight (8) absences. Ten (10) days of absence in a semester may result in a parent conference, reporting to state officials of possible violation of the compulsory attendance law or notification of/or referral to the Juvenile Courts, DFS, or other appropriate authority.

Student Code of Conduct

Please read and become familiar with the Affton School District Student Code of Conduct provided on the district website. <http://afftonschoools.net/wp-content/uploads/2012/02/1617CodeofConduct.pdf>

Additional copies are available from the Mesnier office upon request.

In addition to the Affton Discipline Policy, high standards of behavior are required of Mesnier students for the safety and well-being of all and to preserve a positive environment for learning. Our school will continue to use a character education approach to teaching expected behaviors. At the beginning of the year, all students are taught the building wide expected behaviors. In addition, each teacher has a classroom discipline plan that is explained to students.

Tardies

Students arriving to school after the 8:10 bell are considered tardy. If a student is tardy, they must be escorted into the office and signed in by an adult.

Student Moving

When a student moves to another school during the school year, at least one week's notice, if possible, is requested in order to complete transfer forms. On the student's last day of school, it is important that all books are returned to the classroom teacher and central library.

Lost or damaged textbooks

Textbooks become the pupil's responsibility when issued. A fine will be charged for damaged or lost books. All district books must be turned in at the end of the school year or upon the student's withdrawal from the Affton School District.

School Closings, Delayed Openings, Early Dismissals

Circumstances which affect our schedule, inclement weather or building conditions, will be announced on the Affton School District website, Facebook pages, Twitter feeds and on the following local radio and television stations: KMOX-AM, KTVI Channel 2, KSDK Channel 5, KMOV Channel 4, or KPLR Channel 11. You will be also be contacted by phone through our automated School Messenger system.

Safety Drills

Students will participate in regular fire, tornado, earthquake and intruder drills throughout the year. All teachers and students will be given information about safety procedures appropriate for such situations. Students are required to become thoroughly acquainted with the procedures for all emergency drills.

Before and After Care

Mesnier's before and after school childcare program is operated by the Affton School District. The program is available from 6:30 a.m. until the start of the school day and again after school until 6:00 p.m. You can learn more about the program at this link: <http://afftonschoools.net/about/before-after-care/>

Student Supplies

Supply lists are posted on the school website. All supplies should be marked with the student's first and last name.

Personal Property

As a general rule, students should not bring toys, balls, or electronic devices to school unless given specific permission to do so. Knives, fireworks, toy guns, and other items which could injure the child or others are strictly forbidden on school grounds and will result in serious consequences. Any toys brought to school without permission will be kept by the teacher or principal until parents come to school to retrieve them. Items brought to school which are hazardous or dangerous may necessitate a parent conference with the principal.

Homework Policy

Teachers will give homework as a practice of learned skills and preparation for new skills to be learned. Routine is very important. Parents and students should designate a time and space at home for homework to be done. Students should spend a reasonable amount of time on homework. If students are struggling with assignments, please contact the classroom teacher.

Parents can also ask their child specifically what they are learning at school. Encourage your child to read for enjoyment each night. While listening to your child read, ask questions to check for understanding.

Academic progress

Parent-teacher conferences for all students are held at the end of the first quarter and by appointment in the middle of 3rd quarter. All students will receive a report card at the end of each quarter and a mid-quarter progress report.

Parents are encouraged to contact the teacher at any time to discuss their child's progress.

Health Information

Immunization records are necessary before the opening of school. Students who do not have the current immunizations and complete immunization records will not, by law, be allowed to attend school until such requirements are satisfactorily met. The physical examination form received at registration should be completed by your child's physician at the time of a physical examination and returned to school.

Health Screening

Kindergarten and first grade students are screened for vision concerns by the school nurse. First grade and new second grade students are screened for hearing problems by Special School District. Parents will be notified in writing if a problem or difficulty is experienced in vision and/or hearing. In addition, individual screening can be done during the year, upon request by a teacher, parent/guardian, or self-referral.

Medication

A child may not receive medication of any type from the school unless such medication is absolutely necessary and required by the doctor on a scheduled basis (every two hours, etc.) If this is the case, we ask the parent to follow these procedures:

Prescription drugs

All prescription drugs must be brought to school by a parent/guardian between 6:30 a.m. to 6:00 p.m. Prescription medication may NOT be transported by the children on the bus.

There must be a written physician's order for the student which includes the name of medication, dosage, time interval to be given (if ordered "as needed" - a plan must be provided), and a diagnosis or reason for the medication. A current prescription label on the container may serve as the physician's order for the medication with the name of the student and dosage. Written permission must be provided by the parent/guardian requesting that the school comply with the physician's order. Prescription medication should be brought to school in a container appropriately labeled by the pharmacy.

If there is **any** change in the dose or timing of the medication, the physician must submit the **change in writing**. This may be mailed or faxed to the school. A parent may not give permission to administer medication differently than the physician's order. The FAX number for Mesnier is 314-633-5992.

For medication that will be given for the entire school year, the student needs a new prescription each school year.

The student is not to possess any prescription drugs at school. *Exception to this procedure: the doctor may order students to carry a self-administer medication, such as inhalers. The doctor's order must be on record in the nurse's office.*

Over the counter drugs

Over the counter drugs may be brought to school by the student on the school bus provided that upon arrival at school the over the counter drugs are immediately delivered to the nurse's office.

ALL over the counter drugs must be in the original container with directions for administering and must have a written statement from the parent/guardian indicating permission for the student to take or receive. If the orders for administering are to be modified in any way, the parent must indicate this in the written statement

Food items

Students remain at school for lunch and also have food snacks occasionally in the classroom. If a child has an allergy to certain foods, or if there is a family practice that discouraged the eating of specific kinds of food, please inform the school nurse and the child's classroom teacher.

Illness at School

If a child becomes ill at school, parents are contacted and the child is sent home. Please make sure the school office has at least two emergency phone numbers to call in case parents cannot be reached. Students sent home with a temperature over 100 degrees should remain home for 24 hours after the temperature returns to normal without taking acetaminophen or ibuprofen.

Head Lice

If you find head lice or nits in your child's hair, contact your physician, pharmacist or the school nurse for the proper treatment instructions. It is important the school be contacted so the other children can be checked by their parents.

When a case of lice is detected in a classroom, the student is sent home for treatment. Notices are sent to the parents of all children in contact with the infested child so they can check their children also. Students with

head lice must be brought in by an adult. They will be readmitted to class after being checked by the school nurse, and found to be "nit-free".

Student Dress

School clothing should be appropriate, functional, and comfortable. Clothing should not distract from learning. Students should wear shoes that protect the child's foot and help the child walk or run safely. We recommend tennis shoes and discourage open toed or loose fitting sandals. All outer garments worn to school should have the child's name on them. As the children will usually be outside during recess, they should be dressed appropriately. Dressing in layers provides transition during seasonal changes.

Food Service

Chartwells is the food service provider for the Affton School District. For your convenience, you may pre-pay for any number of meals in advance. You may do so with cash or check, payable to ***Affton School District***. Please put the check or cash in a sealed envelope with the child's name, teacher and grade on the front of the envelope. The Affton School District participates in the National School Lunch and School Breakfast Program. This allows families the opportunity to apply for Free and Reduced Price Meal Benefits. Applications are available through the main office.

Breakfast

Breakfast will be served in the cafeteria between 7:50 and 8:05 a.m. The breakfast consists of milk and juice, cereal, or some type of hot item.

Lunch

Our cafeteria offers a balanced hot lunch. Chartwells monthly menus are sent home with your student. Students who bring their lunch may buy milk.

Meal Pricing

\$1.40 Breakfast

\$0.30 Reduced Breakfast

\$1.10 Breakfast Entree

\$2.40 Lunch

\$0.40 Reduced Lunch

\$2.05 Lunch Entree

\$0.50 Milk

We invite you to join your child for lunch. A larger-portion adult meal is available for purchase for \$3.10.

The cafeteria manager will send out a reminder letting the family know when their child's lunch account has a low or negative balance. Parents may also check on student balances by calling the cafeteria.

Special Classes

Students in kindergarten will participate in two special classes each day for 25 minutes on a rotating basis. First and second grade students participate in one 50 minute special class each day on a rotating basis. Special

classes include library, art, music, makerspace, and physical education. Please see the Special Subject Schedule for additional information.

Physical Education - Mr. Wulfert

Instruction in a variety of developmental physical education activities is provided to all students. All students are required to participate in physical education classes unless excused with a note from parent or physician. Children are asked to wear clothing appropriate for physical education activities on P.E. days. Rubber soled shoes are a requirement. They can either be worn or brought to school on P.E. days

Music - Mrs. Bangert

Students receive weekly instruction in music. Second grade students will participate in a spring musical performance. This performance will be held at the Judith Rethwisch Auditorium located in the Affton High School at 8309 Mackenzie Road.

Art - Ms. Perko

Students will engage in a variety of art projects and activities. We recommend that children not wear their best clothes on days when they will be having art class.

Library - Mrs. Ackerman and Mrs. Edgar

Each class has a scheduled period in the school library each week to check out materials and books. Books are checked out for one week. Students having overdue books must turn in books before checking out other books.

Makerspace - Mrs. Wagoner, Mrs. Ackerman and Mrs. Edgar

Makerspace provides students with intentional labs designed to teach them to think for themselves and act creativity. Makerspace will often include STEM activities (science, technology, engineering and mathematics). The purpose of creating the Makerspace is to give students space, time, materials and support to explore, research, learn, build, create and design their ideas.

Counselors

The Mesnier Primary School counselors are involved in many aspects of the school and education program. The counselors teach classroom lessons twice a month. These lessons help promote socially appropriate behavior, self-esteem, and enthusiasm for learning. Our counselors are available to work with individual students as needed and can refer parents to outside resources if a child or family has a particular need.

Please feel free to call a school counselor with any questions or concerns.

Mrs. Erin Sparrow, supports students with a last name starting with A-K

Mrs. Lexi Jo Heitkamp, supports students with a last name starting with L-Z

Character Education

Mesnier School is focusing on building character in our students, and we are asking you to join our team. As parents, teachers, and community members working together we hope to help teach students the skills needed for academic success in any setting. These skills include critical thinking, goal setting, listening and

speaking, self-directed learning, presentation-making and the ability to work in groups. We will be focusing on developing the 7 Habits of Healthy Kids. These 7 Habits are leadership qualities all students can learn to become a leader of self and others.

Mesnier Behavior Expectations

Mesnier School is committed to the expectation of the 3 R's: *Students are Respectful, Responsible, and Ready to Learn*. All students, at the beginning of the year, will practice what it looks like and sounds like to be *Respectful, Responsible, and Ready to Learn* in the classroom, on the playground, bus, bathroom, cafeteria, hallway, and arrival and dismissal areas. All Mesnier Staff will reinforce these behaviors with positive, descriptive praise attached to Cougar Paws (tickets which can earn special privileges, such as sitting in the teacher's chair for the day).

SAIL

SAIL is Affton School District's gifted program. SAIL is an acronym that stands for Students in Affton Involved in Learning. Students in the program work on a variety of challenging enrichment projects, including group simulations, independent studies, research projects, problem-solving and experiments.

In order to qualify for the SAIL program, students must score in the 95th percentile or higher on standardized and IQ tests. Parents and teachers may refer children for SAIL screening. Referral forms are available through the SAIL teacher.

Bookmobile

The St. Louis County Library Bookmobile visits the elementary schools once a month. Applications for library cards are sent home in September. Every month your child will bring home a notice stating the date of the Bookmobile visit. Books are checked out for one month. Students having overdue books or fines must turn in books and pay fines before checking out other books.

Science Fair

Students are encouraged to participate in the Mesnier Science Fair, scheduled for April. Students may make a collection, experiment, report or project. Planning meetings will begin in January. More information will be provided prior to these meetings.

Classroom parties

Each classroom will have a Fall, Winter and Valentine's Day party. Parents can volunteer to help with refreshments, crafts, games, and clean up after the party. Please follow the Affton School District Wellness Guidelines when providing treats for parties/birthdays.

Mesnier Special Subjects

2017-2018

Kindergarten		A	B	C	D	E
Dedert	12:10-12:35	PE	Library	Music	Makerspace	Art
	12:35-1:00	Library	PE	Art	Makerspace	Music
Trueman	12:10-12:35	Makerspace	Music	Library	Art	PE
	12:35-1:00	Makerspace	Art	PE	Music	Library
Livingstone	12:10-12:35	Art	PE	Makerspace	Library	Music
	12:35-1:00	Music	Library	Makerspace	PE	Art
Gragnani	12:10-12:35	Music	Makerspace	Art	PE	Library
	12:35-1:00	Art	Makerspace	Music	Library	PE
Scheurer	12:10-12:35	Library	Art	PE	Music	Makerspace
	12:35-1:00	PE	Music	Library	Art	Makerspace
Conkwright	1:05-1:30	PE	Library	Art	Music	Makerspace
	1:30-1:55	Library	PE	Music	Art	Makerspace
Ladd	1:05-1:30	Makerspace	PE	Music	Art	Library
	1:30-1:55	Makerspace	Library	Art	Music	PE
Kliment	1:05-1:30	Library	Music	PE	Makerspace	Art
	1:30-1:55	PE	Art	Library	Makerspace	Music
McGinnis	1:05-1:30	Art	Makerspace	Library	PE	Music
	1:30-1:55	Music	Makerspace	PE	Library	Art
Clark	1:05-1:30	Music	Art	Makerspace	Library	PE
	1:30-1:55	Art	Music	Makerspace	PE	Library
1st Grade		A	B	C	D	E
Sanders	10:40-11:30	Library	PE	Makerspace	Art	Music
Hennessy	10:40-11:30	Music	Library	Art	PE	Makerspace
Orlando/Gomez	10:40-11:30	Library	Art	PE	Music	Makerspace
Perkins	10:40-11:30	Art	Library	Music	Makerspace	PE
Pfankuch	10:40-11:30	PE	Music	Makerspace	Library	Art
A. Hogan	1:55-2:45	Art	PE	Makerspace	Library	Music
Zastrow	1:55-2:45	Music	Library	PE	Art	Makerspace
Hake	1:55-2:45	Library	Music	Art	PE	Makerspace
Montgomery	1:55-2:45	Library	Art	Music	Makerspace	PE
Morris	1:55-2:45	PE	Library	Makerspace	Music	Art
2nd Grade		A	B	C	D	E
Nigh	9:00-9:50	Library	Art	PE	Music	Makerspace
Unger	9:00-9:50	Music	Library	Makerspace	Art	PE
Hogan	9:00-9:50	Art	Library	Music	PE	Makerspace
Pluff	9:00-9:50	PE	Music	Makerspace	Library	Art
Potter	9:00-9:50	Library	PE	Art	Makerspace	Music
Pence	9:50-10:40	Library	Art	Music	PE	Makerspace
Wickey	9:50-10:40	Music	Library	PE	Makerspace	Art
Walburn	9:50-10:40	PE	Library	Makerspace	Art	Music
Thomas	9:50-10:40	Library	Music	Art	Makerspace	PE

Special Subject Schedule 2017-2018

Kindergarten, First, and Second Graders rotate on an A, B, C, D, E schedule

In the event that school is canceled due to weather, etc., the students will skip the day missed and continue with original schedule.

August 2016				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16 A	17 B	18 C
21 D	22 E	23 A	24 B	25 C
28 D	29 E	30 A	31 B	

September 2016				
M	T	W	T	F
				1 C
4 X	5 X	6 D	7 E	8 A
11 B	12 C	13 D	14 E	15 A
18 B	19 C	20 D	21 E	22 A
26 B	26 C	27 D	28 E	29 A

October 2016				
M	T	W	T	F
2 B	3 C	4 D	5 E	6 A
9 B	10 C	11 D	12 E	13 X
16 A	17 B	18 C	19 X	20 X
23 D	24 E	25 A	26 B	27 C
30 D	31 E			

c

November 2016				
M	T	W	T	F
		1 A	2 B	3 C
6 D	7 X	8 E	9 A	10 B
13 C	14 D	15 E	16 A	17 B
20 C	21 D	22 X	23 X	24 X
27 E	28 A	29 B	30 C	

December 2016				
M	T	W	T	F
				1 D
4 E	5 A	6 B	7 C	8 D
11 E	12 A	13 B	14 C	15 D
18 E	19 X	20 X	21 X	22 X
25 X	26 X	27 X	28 X	29 X

January 2017				
M	T	W	T	F
1 X	2 X	3 A	4 B	5 C
8 D	9 E	10 A	11 B	12 C
15 X	16 D	17 E	18 A	19 B
22 C	23 D	24 E	25 A	26 B
29 C	30 D	31 E		

February 2017				
M	T	W	T	F
			1 A	2 B
5 C	6 D	7 E	8 A	9 X
12 B	13 C	14 D	15 E	16 A
19 X	20 B	21 C	22 D	23 X
26 E	27 A	28 B		

March 2017				
M	T	W	T	F
			1 C	2 D
5 E	6 A	7 B	8 C	9 D
12 E	13 A	14 B	15 C	16 X
19 D	20 E	21 A	22 B	23 C
26 X	27 X	28 X	29 X	30 X

April 2017				
M	T	W	T	F
2 D	3 E	4 A	5 B	6 C
9 D	10 E	11 A	12 B	13 C
16 D	17 E	18 A	19 B	20 C
23 D	24 E	25 A	26 B	27 C
30 D				

May 2017				
M	T	W	T	F
	1 E	2 A	3 B	4 C
7 D	8 E	9 A	10 B	11 C
14 D	15 E	16 A	17 B	18 X
21 C	22 D	23 E	24 X	25 X
28 X	29 A*	30 B*	31 C*	

June 2017				
M	T	W	T	F
				1 D*
4 E*				

*Weather Make-Up Days, if needed